



Job Title:	Special Projects/Grants Manager	Department/Loc:	Planning and Development
FLSA Classification:	Exempt	Date Drafted:	June, 2016
Reports To:	Director of Planning & Development		

Position Summary

The Special Projects/Grants Manager will be responsible for performing a variety of activities to facilitate the completion of special projects, including activities involving municipal planning, data collection and analysis, zoning matters, community outreach, economic development, community development and other administrative functions. This position will also be responsible for all aspects of the grant application and administration process.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Compiles and reviews grant proposals for appropriate budgetary requirements; reviews contracts for compliance with Federal, State and City policies.
- Manages the distribution of Hospitality Tax funds including accepting and reviewing applications, preparing reports and information for Council and City Manager/Assistant City Manager and working with applicants for reimbursement.
- Acts as the liaison between the City and FEMA and SCEMD for all declared disasters including coordination, reporting and securing reimbursements for the City's allowable expenses.
- Reviews literature dealing with funds available through grants to determine feasibility of developing programs to supplement local annual fund allocations.
- Discusses program requirements and sources of funds available with administrative personnel.
- Confers with personnel affected by proposed program to develop goals and objectives, outline how funds are to be administered, and explains procedures necessary to obtain funding.
- Manages the administration of grants to include records management, community outreach, processing of applications and developing procedures.
- Provides technical assistance during grant negotiations and administration; reviews grant proposals.
- Reports grant activities to agencies/departments.
- Manages budget for all grants; coordinates reporting requirements.
- Collects data and research materials for grants.
- Prepares and conducts public hearings.
- Attends workshops/training for grant administration.
- Consults with City Manager, Assistant City Manager and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; provides reports, documentation and presentations to City officials and staff members as appropriate.
- Coordinates projects, special events and other activities as assigned by the Assistant City Manager or City Manager.
- Communicates official plans, policies and procedures to staff and the general public.



- Assures that assigned areas of responsibility are performed within budget.
- Performs cost control activities.
- Monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Determines work procedures, analyzes work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Compiles and analyzes data pertaining to City socio-economic conditions for use in strategic planning; researches and compiles various statistical, demographic, or administrative data; makes calculations, analyzes data, interprets data, and identifies trends; creates the necessary documents and presentations to assist in the City's annexation and economic development efforts.
- Provides technical assistance and information to citizens, property owners, land developers, staff members, City officials, or other individuals regarding project issues, applicable ordinances, planning/development issues, and related issues; responds to questions/complaints and initiates problem resolution.
- Participates in safety training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Follows safety rules and regulations and uses personal protective equipment.
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Position Responsibilities- Non-Essential/Other

- May be required to report to the City's Emergency Operations Center for emergency duty any time the Emergency Operations Plan is activated
- Serves as a member of various staff committees as assigned
- Other duties as assigned

Essential Skills and Experience

- Graduation from an accredited four-year college or university (Masters Degree in Public Administration highly preferred)
- Three (3) years experience in municipal government project or grants management; or any equivalent combination of training, education and experience, which provides the required knowledge, skills and abilities
- Extensive knowledge of local government grants management; working knowledge of local government services and functions and; working knowledge of personal computers
- Skill in the operation of the listed tools and equipment:
 - a. Personal computer, including word processing, Excel, PowerPoint, and Publisher
 - b. Motor vehicle
 - c. Calculator
 - d. Phone
 - e. Standard office Equipment
 - f. Measurement tools and other related equipment



- Ability to: communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public; establish effective working relationships; quickly comprehend the techniques of comprehensive plans
- Ability to organize, prioritize, and effectively coordinate multiple projects simultaneously

Mental & Physical Demands- ADA Guidelines

Physical Demands

• Sit	Frequently	• Reach Above Shoulder	Frequently
• Walk	Frequently	• Climb	Frequently
• Stand	Frequently	• Crawl	Frequently
• Handling	Frequently	• Squat or Kneel	Frequently
• Reach Outward	Frequently	• Bend	Frequently

Lifting Requirements

• 10 pounds or less	Frequently	• 51-100 pounds	Occasionally
• 11-20 pounds	Frequently	• >100 pounds	Occasionally
• 21-50 pounds	Frequently		

Pushing and Pulling Requirements

• 12 pounds or less	Frequently	• 41 to 100 pounds	Frequently
• 13 to 25 pounds	Frequently	• > than 100 pounds	Occasionally
• 26 to 40 pounds	Frequently		

Definitions

• N/A	Not Applicable	Activity is not applicable to this occupation
• O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
• F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
• C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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